

Approved For Release 2004/12/21 : CIA-RDP91M00696R000200080047-6

29 June 1976

MEMORANDUM FOR: D/DCI/NI

SUBJECT : Duties of the Assistant to the Executive Officer

1. The Assistant to the Executive Officer, National Intelligence, has the following duties:

a. Aids the Executive Officer in the performance of his administrative and other duties as the workload demands. The Assistant, as required, substitutes for the Executive Officer in his regular duties, as Executive Secretary of the National Intelligence Steering Group, and as a member of a variety of intelligence-policy working groups. Finally, the Assistant aids the Executive Officer in supervising support for the DCI's Estimates Advisory Panel.

b. Under the general guidance of the Executive Officer, personally assists the D/DCI/NI on substantive intelligence matters. In this role, the Assistant screens substantive material sent to the D/DCI/NI, keeps abreast of national intelligence production on his behalf, occasionally solicits substantive views for his benefit, and as required develops substantive positions for him to consider.

c. The Assistant supports the Chief, Production and Presentation Branch, by handling part of his workload at peak periods of activity and by substituting for him when he goes on leave or is otherwise occupied. The Assistant, as required, also prepares drafts of speeches for delivery by the DCI and D/DCI/NI.

/s/
[Redacted Signature]

Executive Officer
National Intelligence

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